

# **SPECIAL FILING INSTRUCTIONS 1998 FILING CYCLE**

## **SECTION 1 TERMS AND CONDITIONS**

**GENERAL:** The following Request and its Special Filing Instructions (SFI) are provided in addition to the terms and conditions of the General Services Administration's (GSA) Standard Tender of Service (STOS), General Freight Traffic Management Program, GSA General Freight Tender of Service No. 1-F (GSA TOS No. 1-F), supplements and reissues thereto; however, certain provisions and requirements of this Request and its SFI may deviate from and supersede those published in the STOS, GSA TOS No. 1-F.

Traffic to be included under this Request and its SFI will be freight-all-kinds (FAK) shipments moving via closed van and/or Trailer-On-Flat-Car (TOFC) for all less than truckload (LTL) (0 pounds to 10,000 pounds) shipments and all truckload (TL) (20,000 pounds to 40,000 pounds and over) shipments. Rates will be applicable only to interstate shipments moving in the Continental United States (CONUS) and the identified intrastate shipments within CONUS. Rates will only be accepted for the following GSA facility:

✱ Southwest Distribution Center (SWDC), Fort Worth, TX.

**PLEASE NOTE:** Rate offers for shipments from the SWDC to Canada, Puerto Rico, and the States of Alaska and Hawaii **MUST** be filed separately and on a GSA Optional Form 280. Please submit separate rate offers for each with applicable cubic foot ocean charges to Puerto Rico, Alaska, and Hawaii. Offers should be submitted directly to GSA's Southeast Zone Office at the address identified on Page 2 of the cover letter to this Request.

1-1. **EFFECTIVE PERIOD:** All acceptable rate offers submitted in response to this Request and its SFI will be for the period November 1, 1998, through October 31, 1999.

1-2. **SUBMISSION OF RATE OFFERS:** Rates offered in response to this Request and its SFI **MUST** be in accordance with the following:

A. **ELECTRONIC RATE OFFERS:** Firms submitting seven (7) or more SWDC C2, C3, or C4 rate records **MUST** submit rate offers electronically via the File Transfer Protocol (FTP) of the Internet (I-FTP) in accordance with Sections 6, 7, and 8 (pages 5, 11, and 17).

B. **PAPER RATE OFFERS:** Firms submitting six (6) or less SWDC C2, C3, or C4 rate records may submit their rates either via the I-FTP or paper. If a firm chooses to submit its SWDC rate offer containing six (6) or less C2, C3, or C4 rate records via paper, the rate offer must be submitted in accordance with Sections 6 and 9 (pages 5 and 18).

1-3. **FILING PERIOD:**

A. **INITIAL FILINGS:** Electronic rate offers must be received via I-FTP by 4:30 P.M. Central Daylight Time, August 17, 1998. Paper rate offers must be received by GSA's Southeast Zone Office at the address identified on Page 2 of the cover letter by 4:30 P.M. Eastern Daylight Time, August 17, 1998. All acceptable rate offers will be processed in accordance with Paragraph 1-3.D., below.

B. **REFILINGS OF ELECTRONICALLY SUBMITTED FILING DEFICIENCIES:** Electronic rate filings received between July 17, 1998, and August 17, 1998, which do not meet the requirements as stated in this Request and its SFI will be considered unacceptable, rates will not be included in the data base, and the firm will be notified of the

deficiencies by GSA's Freight Program Management Office by facsimile and/or telephone. If a firm's rate offer is submitted in accordance with this Request and its SFI by a Rate Filing Service Provider or a Tariff Publishing Agent, the Rate Filing Service Provider or the Tariff Publishing Agent will be notified of the deficiencies and not the firm. Corrected rate offers must be resubmitted within ten (10) calendar days after receipt of notification. In those instances where corrections are not received within the ten (10) calendar days after notification, rate offers will be considered unacceptable and the firm will not be allowed to refile. All corrected rate offers received within the required ten (10) calendar days will be entered into the database effective November 1, 1998.

C. **REFILINGS OF PAPER SUBMITTED FILING DEFICIENCIES:** Paper rate filings received between July 17, 1998, and August 17, 1998, which do not meet the requirements as stated in this Request and its SFI will be considered unacceptable, rates will not be included in the data base, and the firm will be notified of the deficiencies by GSA's Southeast Zone Office by facsimile and/or telephone. Corrected rate offers must be resubmitted within ten (10) calendar days after receipt of notification. In those instances where corrections are not received within the ten (10) calendar days after notification, rate offers will be considered unacceptable and the firm will not be allowed to refile. All corrected rate offers received within the required ten (10) calendar days will be entered into the database effective November 1, 1998.

D. **ACCEPTED/EFFECTIVE DATE:** Initial rate offers allowable under Paragraph 1-3.A. will be processed by November 1, 1998, except in those instances of a failure to meet the resubmission requirements of corrected Rate Filing Deficiencies as identified in Paragraphs 1-3.B. and C.

E. **CARRIER NOTIFICATIONS:** If the submitting firm receives no communication from GSA pursuant to Paragraphs 1-3.B. and C. by November 1, 1998, the firm is on notice that its rate offer(s) has been accepted and transmitted to its designated Tariff Publishing Agent for publication, or in the absence of a designated Tariff Publishing Agent, its rate file(s) has been offered to GSA's Office of Transportation Audits.

1-4. **APPLICABILITY OF RATE OFFERS:** By submission of a rate offer to GSA for the traffic identified in this Request and its SFI, the offeror agrees that it can and will service the identified origin facility for which a rate is offered and all points within each identified destination State and/or destination service area for which a rate is offered.

1-5. **OPTION TO EXTEND:** The Government reserves the right to extend the expiration date of all or part of the rate offers accepted in accordance with this Request and its SFI for up to ninety (90) days.

1-6. **TERMINATION:**

A. The following provision will apply in addition to Item 20e of the Optional Form 280:

1. Accepted rate offers may be terminated upon determination that a Carrier has failed to satisfactorily respond to a show cause notice(s); and

2. Accepted rate offers may be terminated by the Government immediately upon the debarment or suspension of the Carrier in accordance with the Code of Federal Regulation (CFR) 101-40.4.

B. Upon termination of the rate offer under 1-6.A.1 and/or 2. above, the Carrier shall be paid any sum due the Carrier for services performed under this Request and its SFI to the date of such termination; and in the event of partial termination, shall be paid in accordance with the terms of this rate offer for any services furnished under the portion of the rate offer that is not terminated; provided any such payments shall be without prejudice to any claim which the Government may have against the Carrier and the Government shall have the right to offset any such claims against such payment.

1-7. **TERMINATION FOR CONVENIENCE OF THE GOVERNMENT:** The Government, by written notice, may terminate all or part of the rate offers accepted in accordance with this Request and its SFI when it is in the Government's best interest. If a rate offer(s) is terminated, the Government shall be only liable for payment for services rendered before the effective date of the termination.

1-8. **CONTACTS:** Questions dealing with this Request, its SFI, or the STOS should be directed to Felicia Rogers at (404) 331-5121 or e-mail at internet felicia.rogers@gsa.gov. Questions dealing with the submission of electronic rate offers should be directed to either Robyn Bennett or Cindy Schardt at (816) 823-3646 or e-mail at internet robyn.bennett@gsa.gov or cindy.schardt@gsa.gov, respectively.

## **SECTION 2 EVALUATION AND ACCEPTANCE**

2-1. **EVALUATION:** The GSA Southeast Zone Office will conduct all evaluations and will notify each carrier before November 1, 1998, of an acceptable rate offer(s) and awarded routings, if any. GSA's policy in the past has been to award firms who filed LTL rates only one Service Area per carrier; however, with this filing, GSA will consider the awarding of multiple Service Areas to one carrier.

2-2. **ACCEPTANCE:** Accepted rate offers will be contained in GSA's Interagency Transportation Management System (ITMS). When identified in ITMS, the acceptable rate offers will be listed based on price only. The listing of firms and their rate offers will be based on the anticipated shipping date, the origin of the shipment, the destination of the shipment, the weight of the shipment, the number of miles between the origin and destination of the shipment, and any accessorial services requested by the customer agency. Firms with applicable rates for the requested shipment will be listed on the cost comparison in cost ascending order. In the case of brokers and shippers agents/Intermodal Marketing Companies, please note that the broker's name and/or the shipper agent's/Intermodal Marketing Company's name and not the names of its underlying carriers will be identified on cost comparisons. However, when rate information is made available either to a Tariff Publishing Agent or to GSA's Office of Transportation Audits in the absence of a Tariff Publishing Agent, rate information will be submitted in the name of the broker's and/or a shipper agent's/Intermodal Marketing Company's underlying carriers and not in the name of the broker and/or the shipper agent/Intermodal Marketing Company. If the occasion arises when two or more firms have offered the exact same rate offer (both for transportation and the requested accessorial services), then the firms will be listed on the cost comparison in alphabetical order according to the firm's names.

**Please Note: The GSA Southeast Zone Office may take other factors into consideration when routing shipments other than just price. As a result, the listing of firms on an ITMS cost comparison is for viewing/verification purposes only and does not guarantee any traffic will be awarded.**

### **SECTION 3**

#### **LETTER OF INTENT CERTIFICATION**

By the submission of a rate offer to the General Services Administration (GSA) either electronically or via paper, the submitting carrier certifies that:

I have read and will comply with all the provisions contained in this request dated July 17, 1998, as well as any supplements, changes, and/or reissues thereto and the GSA Standard Tender of Service (STOS), GSA General Freight Tender of Service No. 1-F, the GSA National Rules Tender No. 100-D, and the GSA Baseline Rate Publication No. 1000-D, all effective May 1, 1996, as well as any supplements, changes, and/or reissues thereto and I further certify that the company for which rate offers have been submitted has the operating authority and insurance required by Item 1-6 and Section 2 of the GSA General Freight Tender of Service No. 1-F.

### **SECTION 4**

#### **SUBSTITUTED SERVICE - RAIL FOR MOTOR**

If a firm utilizes Item 1125, Substituted Service - Rail for Motor, of the GSA National Rules Tender No. 100-D for shipments moving under this Request and its SFI, the submission of a rate offer(s), either electronically or via paper, constitutes agreement to the terms and conditions of Item 1125 and that rates submitted include for the proper blocking and bracing by the carrier for Trailer-On-Flat-Car (TOFC) or Road Railer movement to preclude damage to the material.

### **SECTION 5**

#### **TERMS & CONDITIONS OF THE UNIFORM TENDER OF RATES &/OR CHARGES FOR TRANSPORTATION SERVICES**

By submission of a rate offer(s) to GSA either electronically or via paper, the submitting carrier agrees to and/or meets the terms and conditions of the Uniform Tender of Rates And/Or Charges For Transportation Services, Optional Form 280, except as provided in Paragraph 1-6.

## SECTION 6 IDENTIFICATION OF TRAFFIC

6-1. IDENTIFICATION OF TRAFFIC: Identified below is a description of Destination Services Areas for which rate offers are being requested for the Southwest Distribution Center (SWDC). A firm is not required to offer rates to each of the identified Destination Service Areas. Offers received which contain origins/destinations not identified below will be found unacceptable. An offering firm must be able to service all points within all States identified within a Destination Service Area Description.

| Destination Service Area Code | Destination Service Area Description |  | Destination Service Area Code | Destination Service Area Description            |
|-------------------------------|--------------------------------------|--|-------------------------------|---|
| 01                            | AL                                   |  | 19                            | MO  |
| 02                            | AR                                   |  | 20                            | MS  |
| 03                            | AZ                                   |  | 21                            | NC  |
| 04                            | CA                                   |  | 22                            | ND, SD  |
| 05                            | CO                                   |  | 23                            | NE  |
| 06                            | CT, DC, RI                           |  | 24                            | NM  |
| 07                            | DE, MA, MD, NJ, NY                   |  | 25                            | NV, UT  |
| 08                            | FL                                   |  | 26                            | OK  |
| 09                            | GA, SC                               |  | 27                            | OR, WA  |
| 10                            | IA                                   |  | 28                            | PA  |
| 11                            | ID, MT, WY                           |  | 29                            | TN  |
| 12                            | IL                                   |  | 30                            | Dallas, TX, Ft. Worth, TX, and Commercial Zones |
| 13                            | IN, MI, OH                           |  | 31                            | San Antonio, TX and Commercial Zone             |
| 14                            | KS                                   |  | 32                            | Texarkana, TX and Commercial Zone               |
| 15                            | KY                                   |  | 33                            | Ft. Hood, TX and Commercial Zone                |
| 16                            | LA                                   |  | 34                            | All Other TX                                    |
| 17                            | ME, NH, VT                           |  | 35                            | VA, WV  |
| 18                            | MN, WI                               |  |                               |   |

6-2. HISTORICAL TRAFFIC VOLUME: Identified below are projected traffic volume estimates for Fiscal Year 1998 for the SWDC. The data provided shall not be interpreted as a guarantee that traffic will amount to these quantities. The Government makes no guarantee that these quantities will be shipped. Failure of estimates to materialize will not constitute a basis for rate adjustments.

| Estimated Annual Tonnage Shipped by Destination Service Area, Weightbreak, Weight, and Number of Shipments |             |            |           |           |           |           |            |                   |              |             |
|--|-------------|------------|-----------|-----------|-----------|-----------|------------|-------------------|--------------|-------------|
| Dest. Service Area   | Min. Weight | L5C Weight | 5C Weight | 1M Weight | 2M Weight | 5M Weight | 10M Weight | 20M & Over Weight |              |             |
|  | Min. Count  | L5C Count  | 5C Count  | 1M Count  | 2M Count  | 5M Count  | 10M Count  | 20M & Over Count  | Total Weight | Total Count |
| 01 – AL  | 25,724      | 20,629     | 32,919    | 40,180    | 34,093    | 64,615    | 31,200     | 0                 | 249,360      |             |
|  | 170         | 52         | 49        | 28        | 11        | 9         | 3          | 0                 |              | 322         |
|  |             |            |           |           |           |           |            |                   |              |             |
| 02 – AR  | 61,423      | 77,842     | 231,251   | 297,976   | 386,476   | 172,001   | 83,308     | 270,297           | 1,580,574    |             |
|  | 387         | 197        | 340       | 213       | 132       | 27        | 6          | 7                 |              | 1,309       |
|  |             |            |           |           |           |           |            |                   |              |             |
| 03- AZ   | 43,921      | 31,459     | 79,058    | 62,700    | 136,213   | 83,731    | 34,736     | 0                 | 471,818      |             |
|  | 254         | 81         | 111       | 48        | 43        | 13        | 3          | 0                 |              | 553         |
|  |             |            |           |           |           |           |            |                   |              |             |
| 04 – CA  | 148,671     | 93,942     | 226,985   | 187,530   | 237,909   | 117,900   | 99,108     | 92,040            | 1,204,085    |             |
|  | 961         | 241        | 326       | 137       | 78        | 18        | 8          | 4                 |              | 1,773       |
|  |             |            |           |           |           |           |            |                   |              |             |
| 05- CO   | 126,388     | 142,863    | 628,418   | 903,957   | 1,379,439 | 854,706   | 1,039,196  | 1,149,696         | 6,224,663    |             |
|  | 798         | 361        | 890       | 648       | 456       | 126       | 77         | 38                |              | 3,394       |
|  |             |            |           |           |           |           |            |                   |              |             |
| 06 – CT, DC, RI  | 19,262      | 10,739     | 32,260    | 23,007    | 24,337    | 9,200     | 0          | 0                 | 118,805      |             |
|  | 130         | 28         | 49        | 16        | 8         | 1         | 0          | 0                 |              | 232         |
|  |             |            |           |           |           |           |            |                   |              |             |
| 07- DE, MA, MD,<br>NJ, NY  | 79,243      | 56,216     | 99,402    | 100,148   | 62,932    | 44,688    | 81,328     | 71,292            | 595,249      |             |
|  | 504         | 146        | 145       | 72        | 21        | 7         | 6          | 2                 |              | 903         |
|  |             |            |           |           |           |           |            |                   |              |             |
| 08 – FL  | 84,580      | 69,374     | 143,073   | 158,211   | 101,367   | 31,926    | 40,684     | 22,962            | 652,177      |             |
|  | 527         | 177        | 203       | 116       | 34        | 5         | 3          | 1                 |              | 1,066       |
|  |             |            |           |           |           |           |            |                   |              |             |
| 09- GA, SC   | 63,257      | 41,581     | 85,022    | 81,680    | 102,710   | 62,871    | 53,400     | 20,800            | 511,321      |             |
|  | 400         | 106        | 123       | 56        | 36        | 9         | 4          | 1                 |              | 735         |
|  |             |            |           |           |           |           |            |                   |              |             |
| 10 – IA  | 51,823      | 50,760     | 153,136   | 156,415   | 335,738   | 42,506    | 53,433     | 79,456            | 923,267      |             |
|  | 335         | 134        | 219       | 115       | 113       | 7         | 4          | 2                 |              | 929         |
|  |             |            |           |           |           |           |            |                   |              |             |
| 11 – ID, MT, WY  | 62,896      | 79,358     | 219,439   | 341,872   | 423,646   | 323,726   | 173,381    | 202,926           | 1,827,244    |             |
|  | 425         | 201        | 319       | 245       | 148       | 48        | 14         | 5                 |              | 1,405       |
|  |             |            |           |           |           |           |            |                   |              |             |
| 12 – IL  | 35,035      | 31,556     | 108,553   | 193,001   | 294,766   | 347,439   | 507,588    | 700,358           | 2,218,296    |             |
|  | 221         | 79         | 153       | 136       | 95        | 50        | 35         | 24                |              | 793         |

**Estimated Annual Tonnage Shipped by Destination Service Area, Weightbreak, Weight, and Number of Shipments**

| Dest. Service Area | Min. Weight | L5C Weight | 5C Weight | 1M Weight | 2M Weight | 5M Weight | 10M Weight | 20M & Over Weight |              |             |
|--------------------|-------------|------------|-----------|-----------|-----------|-----------|------------|-------------------|--------------|-------------|
|                    | Min. Count  | L5C Count  | 5C Count  | 1M Count  | 2M Count  | 5M Count  | 10M Count  | 20M & Over Count  | Total Weight | Total Count |
| 13 – IN, MI, OH    | 34,988      | 25,663     | 34,672    | 34,312    | 25,570    | 44,018    | 0          | 0                 | 199,223      |             |
|                    | 219         | 68         | 48        | 27        | 7         | 6         | 0          | 0                 |              | 375         |
|                    |             |            |           |           |           |           |            |                   |              |             |
| 14 – KS            | 121,260     | 158,574    | 575,715   | 590,690   | 862,241   | 469,646   | 240,785    | 231,598           | 3,250,509    |             |
|                    | 750         | 397        | 825       | 417       | 292       | 75        | 19         | 8                 |              | 2,783       |
|                    |             |            |           |           |           |           |            |                   |              |             |
| 15 – KY            | 26,491      | 16,192     | 41,334    | 46,886    | 32,642    | 6,211     | 0          | 24,000            | 193,756      |             |
|                    | 173         | 44         | 58        | 33        | 12        | 1         | 0          | 1                 |              | 322         |
|                    |             |            |           |           |           |           |            |                   |              |             |
| 16 – LA            | 112,051     | 154,797    | 587,702   | 624,426   | 1,135,323 | 745,740   | 702,651    | 556,788           | 4,619,478    |             |
|                    | 657         | 383        | 813       | 448       | 372       | 108       | 53         | 22                |              | 2,856       |
|                    |             |            |           |           |           |           |            |                   |              |             |
| 17 – ME, NH, VT    | 7,120       | 3,310      | 5,792     | 3,154     | 0         | 0         | 0          | 0                 | 19,376       |             |
|                    | 45          | 10         | 8         | 2         | 0         | 0         | 0          | 0                 |              | 65          |
|                    |             |            |           |           |           |           |            |                   |              |             |
| 18 – MN, WI        | 79,902      | 85,915     | 212,292   | 287,341   | 526,041   | 448,924   | 481,382    | 352,437           | 2,474,234    |             |
|                    | 495         | 219        | 295       | 201       | 176       | 64        | 35         | 12                |              | 1,497       |
|                    |             |            |           |           |           |           |            |                   |              |             |
| 19 – MO            | 138,942     | 162,562    | 652,625   | 671,499   | 957,425   | 701,757   | 940,055    | 1,276,656         | 5,501,521    |             |
|                    | 886         | 413        | 948       | 486       | 322       | 102       | 66         | 33                |              | 3,256       |
|                    |             |            |           |           |           |           |            |                   |              |             |
| 20 – MS            | 32,672      | 20,902     | 43,241    | 39,730    | 30,702    | 11,595    | 0          | 0                 | 178,842      |             |
|                    | 190         | 54         | 66        | 30        | 11        | 2         | 0          | 0                 |              | 353         |
|                    |             |            |           |           |           |           |            |                   |              |             |
| 21 – NC            | 28,384      | 20,275     | 39,405    | 25,792    | 35,387    | 14,053    | 24,658     | 0                 | 187,954      |             |
|                    | 163         | 55         | 55        | 19        | 13        | 2         | 2          | 0                 |              | 309         |
|                    |             |            |           |           |           |           |            |                   |              |             |
| 22 – ND, SD        | 90,725      | 94,964     | 279,895   | 359,092   | 527,244   | 360,623   | 299,982    | 324,227           | 2,336,752    |             |
|                    | 557         | 246        | 400       | 250       | 180       | 56        | 23         | 12                |              | 1,724       |
|                    |             |            |           |           |           |           |            |                   |              |             |
| 23 – NE            | 41,670      | 46,151     | 165,357   | 146,034   | 326,860   | 283,361   | 200,097    | 190,561           | 1,400,091    |             |
|                    | 295         | 119        | 244       | 145       | 113       | 45        | 14         | 6                 |              | 981         |
|                    |             |            |           |           |           |           |            |                   |              |             |
| 24 – NM            | 70,816      | 96,640     | 384,124   | 518,858   | 891,067   | 617,013   | 739,602    | 1,032,558         | 4,350,678    |             |
|                    | 429         | 239        | 541       | 374       | 287       | 92        | 51         | 25                |              | 2,038       |
|                    |             |            |           |           |           |           |            |                   |              |             |
| 25 – NV, UT        | 40,362      | 47,401     | 203,938   | 192,201   | 107,399   | 108,615   | 14,175     | 0                 | 714,091      |             |
|                    | 265         | 118        | 291       | 142       | 40        | 17        | 1          | 0                 |              | 874         |

| Estimated Annual Tonnage Shipped by Destination Service Area, Weightbreak, Weight, and Number of Shipments |             |            |            |            |            |            |            |                   |              |             |
|--|-------------|------------|------------|------------|------------|------------|------------|-------------------|--------------|-------------|
| Dest. Service Area   | Min. Weight | L5C Weight | 5C Weight  | 1M Weight  | 2M Weight  | 5M Weight  | 10M Weight | 20M & Over Weight |              |             |
|  | Min. Count  | L5C Count  | 5C Count   | 1M Count   | 2M Count   | 5M Count   | 10M Count  | 20M & Over Count  | Total Weight | Total Count |
| 26 – OK  | 157,564     | 287,733    | 1,016,058  | 1,073,175  | 1,267,806  | 929,589    | 984,261    | 2,757,933         | 8,474,119    |             |
|  | 1,301       | 726        | 1,497      | 810        | 424        | 177        | 69         | 76                |              | 5,080       |
| 27 – OR, WA  | 81,882      | 59,360     | 187,096    | 234,817    | 441,130    | 258,541    | 193,615    | 236,754           | 1,693,195    |             |
|  | 524         | 154        | 264        | 167        | 143        | 39         | 12         | 9                 |              | 1,312       |
| 28 – PA  | 34,725      | 20,144     | 64,555     | 77,649     | 286,610    | 387,429    | 588,536    | 187,096           | 1,646,744    |             |
|  | 214         | 52         | 89         | 53         | 85         | 56         | 45         | 7                 |              | 601         |
| 29 – TN  | 16,826      | 12,746     | 15,323     | 14,111     | 32,815     | 17,320     | 10,105     | 0                 | 119,246      |             |
|  | 92          | 33         | 23         | 12         | 9          | 3          | 1          | 0                 |              | 173         |
| 30 – *Dallas & Ft. Worth, TX   | 101,272     | 109,657    | 440,213    | 728,724    | 897,029    | 447,080    | 522,895    | 196,091           | 3,442,961    |             |
|  | 608         | 279        | 630        | 398        | 302        | 64         | 39         | 8                 |              | 2,328       |
| 31 – *San Antonio, TX  | 50,486      | 78,083     | 341,050    | 523,169    | 973,500    | 773,830    | 930,468    | 2,974,463         | 6,645,049    |             |
|  | 307         | 196        | 471        | 368        | 324        | 114        | 66         | 86                |              | 1,932       |
| 32 – *Texarkana, TX  | 53,381      | 79,894     | 200,405    | 186,462    | 236,315    | 190,416    | 194,486    | 236,122           | 1,377,481    |             |
|  | 313         | 205        | 298        | 142        | 76         | 28         | 14         | 9                 |              | 1,085       |
| 33 – *Ft. Hood, TX   | 174,485     | 275,722    | 1,101,288  | 1,175,583  | 1,442,909  | 824,194    | 485,351    | 669,561           | 6,149,093    |             |
|  | 1,021       | 693        | 1,593      | 852        | 492        | 123        | 38         | 19                |              | 4,831       |
| 34 – All Other TX  | 330,263     | 378,472    | 1,380,595  | 1,767,408  | 2,188,114  | 1,683,408  | 1,500,151  | 2,614,095         | 11,842,506   |             |
|  | 2,033       | 959        | 1,971      | 1,277      | 663        | 246        | 110        | 71                |              | 7,330       |
| 35 – VA, WV  | 74,363      | 58,340     | 164,152    | 163,903    | 210,994    | 75,383     | 49,944     | 64,881            | 861,960      |             |
|  | 451         | 150        | 236        | 119        | 65         | 11         | 4          | 2                 |              | 1,038       |
| <b>Total Weight</b>  | 2,702,853   | 2,999,816  | 10,176,343 | 12,031,693 | 16,954,749 | 11,554,055 | 11,300,561 | 16,535,648        | 84,255,718   |             |
| <b>Total Count</b>   | 17,100      | 7,615      | 14,591     | 8,602      | 5,583      | 1,751      | 825        | 490               |              | 56,557      |
| <b>% of Total Weight</b>   | 3.21%       | 3.56%      | 12.08%     | 14.28%     | 20.12%     | 13.71%     | 13.41%     | 19.63%            |              |             |
| <b>% of Total Count</b>  | 30.23%      | 13.46%     | 25.80%     | 15.21%     | 9.87%      | 3.10%      | 1.46%      | 0.87%             |              |             |

\* Estimates include the appropriate Commercial Zones



6-3. CURRENT CARRIER RATE LEVELS: Identified below are the rate levels as of April 1, 1998, for the SWDC. This information is being provided for informational purposes only.

1. Less Than Truckload Rate Levels: Rate levels are expressed as a percentage of the GSA Baseline Rate Publication No. 1000-D. The rate levels shown represent the rate(s) for the identified route of the prime carrier which was selected from a combination of past performance and price:

| Less Than Truckload |            |           |              |  |                      |            |           |              |
|---------------------|------------|-----------|--------------|--|----------------------|------------|-----------|--------------|
| Destination State   | Min Charge | L5C – 10M | Accessorials |  | Destination State    | Min Charge | L5C – 10M | Accessorials |
| AL                  | 65%        | 39%       | 100%         |  | NE                   | 75%        | 60%       | 110%         |
| AR                  | 75%        | 56%       | 115%         |  | NH                   | 75%        | 70%       | 115%         |
| AZ                  | 66%        | 49%       | 100%         |  | NJ                   | 65%        | 50%       | 100%         |
| CA                  | 62%        | 42%       | 100%         |  | NM                   | 79%        | 60%       | 100%         |
| CO                  | 75%        | 60%       | 110%         |  | NV                   | 79%        | 60%       | 100%         |
| CT                  | 65%        | 50%       | 100%         |  | NY                   | 65%        | 50%       | 100%         |
| DC                  | 65%        | 50%       | 100%         |  | OH                   | 61%        | 40%       | 100%         |
| DE                  | 65%        | 50%       | 100%         |  | OK                   | 85%        | 65%       | 100%         |
| FL                  | 77%        | 46%       | 100%         |  | OR                   | 61%        | 50%       | 100%         |
| GA                  | 58%        | 38%       | 100%         |  | PA                   | 77%        | 44%       | 100%         |
| IA                  | 65%        | 40%       | 100%         |  | RI                   | 65%        | 50%       | 100%         |
| ID                  | 100%       | 70%       | 100%         |  | SC                   | 58%        | 38%       | 100%         |
| IL                  | 58%        | 39%       | 100%         |  | SD                   | 75%        | 60%       | 110%         |
| IN                  | 61%        | 40%       | 100%         |  | TN                   | 65%        | 38%       | 100%         |
| KS                  | 79%        | 59%       | 100%         |  | Dallas/Ft. Worth, TX | 27%        | 24%       | 45%          |
| KY                  | 68%        | 44%       | 85%          |  | San Antonio, TX      | 75%        | 52%       | 115%         |
| LA                  | 79%        | 59%       | 100%         |  | Texarkana, TX        | 75%        | 70%       | 115%         |
| MA                  | 65%        | 50%       | 100%         |  | Fort Hood, TX        | 83%        | 76%       | 100%         |
| MD                  | 65%        | 50%       | 100%         |  | All other TX         | 74%        | 70%       | 100%         |
| ME                  | 75%        | 70%       | 115%         |  | UT                   | 79%        | 60%       | 100%         |
| MI                  | 61%        | 40%       | 100%         |  | VA                   | 70%        | 40%       | 100%         |
| MN                  | 65%        | 43%       | 100%         |  | VT                   | 75%        | 70%       | 115%         |
| MO                  | 75%        | 59%       | 115%         |  | WA                   | 61%        | 50%       | 100%         |
| MS                  | 68%        | 44%       | 85%          |  | WI                   | 65%        | 43%       | 100%         |
| MT                  | 100%       | 70%       | 100%         |  | WV                   | 70%        | 40%       | 100%         |
| NC                  | 65%        | 48%       | 85%          |  | WY                   | 100%       | 70%       | 100%         |
| ND                  | 75%        | 60%       | 110%         |  |                      |            |           |              |

2. Truckload Rate Levels: Rate levels are expressed as a cents per mile along with a minimum Truckload charge per vehicle used. The rate levels shown represent the rate(s) for the identified route of the prime carrier which was selected from a combination of past performance and price:

| Truckload         |                |                   |              |  |                      |                |                   |              |
|-------------------|----------------|-------------------|--------------|--|----------------------|----------------|-------------------|--------------|
| Destination State | Min Chg<br>PVU | Cents Per<br>Mile | Accessorials |  | Destination State    | Min Chg<br>PVU | Cents Per<br>Mile | Accessorials |
| AL                | \$495          | 125               | 100%         |  | NE                   | \$400          | 100               | 100%         |
| AR                | \$495          | 125               | 100%         |  | NH                   | \$425          | 120               | 100%         |
| AZ                | \$495          | 125               | 100%         |  | NJ                   | \$425          | 115               | 100%         |
| CA                | \$495          | 110               | 100%         |  | NM                   | \$495          | 135               | 100%         |
| CO                | \$425          | 135               | 100%         |  | NV                   | \$495          | 135               | 100%         |
| CT                | \$425          | 113               | 100%         |  | NY                   | \$425          | 115               | 100%         |
| DC                | \$425          | 113               | 100%         |  | OH                   | \$495          | 110               | 100%         |
| DE                | \$425          | 115               | 100%         |  | OK                   | \$495          | 135               | 100%         |
| FL                | \$425          | 123               | 100%         |  | OR                   | \$495          | 120               | 100%         |
| GA                | \$495          | 110               | 100%         |  | PA                   | \$495          | 105               | 100%         |
| IA                | \$495          | 110               | 100%         |  | RI                   | \$425          | 113               | 100%         |
| ID                | \$495          | 125               | 100%         |  | SC                   | \$495          | 110               | 100%         |
| IL                | \$495          | 110               | 100%         |  | SD                   | \$495          | 125               | 100%         |
| IN                | \$495          | 110               | 100%         |  | TN                   | \$495          | 110               | 100%         |
| KS                | \$495          | 110               | 100%         |  | Dallas/Ft. Worth, TX | \$200          | 100               | 100%         |
| KY                | \$495          | 110               | 100%         |  | San Antonio, TX      | \$490          | 100               | 100%         |
| LA                | \$495          | 110               | 100%         |  | Texarkana, TX        | \$249          | 135               | 100%         |
| MA                | \$425          | 115               | 100%         |  | Fort Hood, TX        | \$490          | 100               | 100%         |
| MD                | \$425          | 115               | 100%         |  | All other TX         | \$490          | 100               | 100%         |
| ME                | \$425          | 120               | 100%         |  | UT                   | \$495          | 135               | 100%         |
| MI                | \$495          | 110               | 100%         |  | VA                   | \$495          | 110               | 100%         |
| MN                | \$495          | 110               | 100%         |  | VT                   | \$425          | 120               | 100%         |
| MO                | \$495          | 110               | 100%         |  | WA                   | \$495          | 120               | 100%         |
| MS                | \$495          | 105               | 100%         |  | WI                   | \$495          | 110               | 100%         |
| MT                | \$495          | 125               | 100%         |  | WV                   | \$495          | 110               | 100%         |
| NC                | \$495          | 125               | 100%         |  | WY                   | \$495          | 125               | 100%         |
| ND                | \$495          | 125               | 100%         |  |                      |                |                   |              |

## SECTION 7

### FORMAT REQUIREMENTS FOR THE SUBMISSION OF ELECTRONIC RATE OFFERS

7-1. FILE FORMAT REQUIREMENTS FOR THE SUBMISSION OF ELECTRONIC RATE OFFERS: Firms submitting seven (7) or more C2, C3, or C4 rate records for the Southwest Distribution Center (SWDC) **MUST** submit their rate offers electronically via the File Transfer Protocol (FTP) of the Internet (I-FTP). Those firms submitting six (6) or fewer C2, C3, or C4 rate records for the SWDC may submit their rate offer(s) electronically via the I-FTP or via paper in accordance with Sections 6 and 9 (pages 5 and 18). Identified below are the file format requirements that **MUST** be utilized when creating electronic rate files for the submission of rate offers in accordance with this Request and its Special Filing Instructions (SFI). Rate offers received that do not conform to these format requirements will be found unacceptable.

**NOTE:** A separate rate offer must be submitted for each Destination Service Area Description identified in Paragraph 6-1 (Page 5). As a result, one rate offer would consist of one A1 or A2/A3 header record and either one C2, C3, or C4 rate record. When creating the rate offer, the offer number identified in the A1 or A2 header record by positions 9 - 12 can remain the same for all Destination Service Area Descriptions - the only thing that will need to change is the Destination Service Area Code identified in positions 17 - 18. When transmitting the rate offers via the I-FTP, all header records and rate records can be transmitted as one file. Identified below are examples of rate offers and what a file containing multiple rate offers could look like.

```
A1ABCD6S12340SWD0119981101ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)
C20000800-555-9898099097      095
A1ABCD6S12340SWD0219981101ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)
C30000800-555-9898000000089045000      000095080100(Continue entering % until a % has been offered for all Required Item %)
A1ABCD6S12340SWD0319981101ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)
C40000800-555-9898099097098050000      095
```

## 7-2. HEADER RECORDS:

### A. Header Record for Common/Contract Carriers, Freight Forwarders, and Rail Carriers:

**NOTE:** When creating Header Records, use all UPPERCASE LETTERS. When the rate file is completed, it must be saved as an unformatted ASCII (Text Only) flat file (e.g., no tab characters, etc.) before attempting to transfer the file via I-FTP.

Example:

A1ABCD6S12340SWD0119981101ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)

| RECORD FIELD                         | POSITIONS | CONTENTS   |
|--------------------------------------|-----------|--|
| Record ID                            | 1-2       | A1   |
| SCAC                                 | 3-6       | 4 Digit Standard Carrier Alpha Code  |
| Offer Number                         | 7-18      | Offer Identifier   |
| Zone Identifier                      | 7-7       | Enter a 6 (Position 7-7 of this type of header record will always be a “6”)  |
| Type of Offer                        | 8-8       | S (Position 8-8 of this type of header record MUST be an “S”)  |
| Carrier Assigned Offer #             | 9-12      | Example: 1234  |
| Reserved                             | 13-13     | Enter a zero (0)   |
| Facility Identifier                  | 14-16     | MUST be SWD  |
| Destination Service Area Code        | 17-18     | Enter the appropriate Destination Service Area Code as identified in Paragraph 6-1.  |
| Effective Date - YYYYMMDD            | 19-26     | 19981101   |
| Carrier Name                         | 27-61     | Name of Offering Carrier. If all positions are not utilized, enter spaces (USE SPACE BAR).   |
| Trading Partner Agreement #          | 62-67     | Enter the offering firm’s Trading Partner Agreement #. If all six (6) positions are not utilized, use spaces (USE SPACE BAR).  |
| Submitter Code                       | 68-73     | Rate Filing Service Provider Code, Tariff Publishing Agent Code, or Offering Carrier’s SCAC if transmitting rates itself. If all six (6) positions are not utilized, enter spaces (USE SPACE BAR). |
| Taxpayer Identification Number (TIN) | 74-82     | TIN assigned by the Internal Revenue Service (IRS) to the firm.  |
| Filler                               | 83-174    | Empty Space  |

B. Header Record for Brokers and Shipper Agents/Intermodal Marketing Companies:

Example:

A2BBBS6S45670SWD0219981101BB BROKERAGE SERVICE(POSITIONS 47-61 IN SPACES)BBBS95BBBS 13-214567(POSITIONS 83-174 FILLER)

| RECORD FIELD                                  | POSITIONS | CONTENTS  |
|---|-----------|---|
| Record ID                                     | 1-2       | A2  |
| SCAC  | 3-6       | 4 Digit Standard Carrier Alpha Code of Broker or Shipper Agent  |
| Offer Number                                  | 7-18      | Offer Identifier  |
| Zone Identifier                               | 7-7       | 6 (Position 7-7 of this type of header record will always be a "6")   |
| Type of Offer                                 | 8-8       | S (Position 8-8 of this type of header record MUST be an "S")   |
| Assigned Offer #                              | 9-12      | Example: 4567   |
| Reserved                                      | 13-13     | Enter a zero (0)  |
| Facility Identifier                           | 14-16     | Must be SWD   |
| Destination Service Area Code                 | 17-18     | Enter the appropriate Destination Service Area Code as identified in Paragraph 6-1.   |
| Effective Date - YYYYMMDD                     | 19-26     | 19981101  |
| Broker or Shipper Agnt/Intermodal Mrktng Name | 27-61     | Name of Broker or Shipper Agent/Intermodal Marketing Company. If all positions are not utilized, enter spaces (USE SPACE BAR).  |
| Trading Partner Agreement #                   | 62-67     | Enter the offering firm's Trading Partner Agreement #. If all six (6) positions are not utilized, use spaces (USE SPACE BAR).   |
| Submitter Code                                | 68-73     | Rate Filing Service Provider Code, Tariff Publishing Agent Code, or Offering Broker's or Shipper's Agent/Intermodal Marketing Company's SCAC if transmitting rates itself. If all six (6) positions are not utilized, use spaces (USE SPACE BAR). |
| Taxpayer Identification Number (TIN)          | 74-82     | TIN assigned by the Internal Revenue Service (IRS) to the firm.   |
| Filler  | 83-174    | Empty Space   |

C. Header Record for Underlying Carriers Represented by Broker or Shipper Agent/Intermodal Marketing Co.:

Example:

A3ABCD WEOD KJIR BNHF DGCH SDER THGR ASML KJIP JNBT YBCD OLPM GTSM PPLI TGHW (Continue for a total of 34 SCACS)

A3PMVB FHYV NCHJ XMKJ XBFD XEBG KIZA QWBV RLMF GHYV CBDU JYXE POQW MKXS RGAL (Continue for a total of 34 SCACS)

| RECORD FIELD  | POSITIONS | CONTENTS  |
|---|-----------|---|
| Record ID   | 1-2       | A3  |
| SCAC  | 3-6       | SCAC of First Underlying Carrier Represented by the Broker/Shipper Agent  |
| Filler  | 7-7       | Space (USE SPACE BAR)   |
| SCAC  | 8-11      | SCAC of Second Underlying Carrier Represented by the Broker/Shipper Agent |
| Filler  | 12-12     | Space (USE SPACE BAR)   |
| SCAC  | 13-16     | SCAC of Third Underlying Carrier Represented by the Broker/Shipper Agent  |
| <b>REPEAT FORMATTING PROCESS UNTIL ALL UNDERLYING CARRIERS HAVE BEEN IDENTIFIED FOR A MAXIMUM OF 34 SCACS PER LINE. IF ADDITIONAL SPACE IS NEEDED, START NEXT LINE WITH A3 AND REPEAT FORMATTING PROCESS SHOWN ABOVE.</b> |           |   |

### 7-3. RATE RECORDS:

A. The C2 rate record MAY ONLY be utilized if submitting BOTH of the following two (2) rate types:

Percent of the Minimum Charge identified in the 1000-D; and  
Percent of the Less Than Truckload identified in the 1000-D.

Example:

C20000800-555-9898099097  
C20000800-555-9898099097

095  
000095080100(Continue entering % until a % has been offered for all Required Item %)

| RECORD FIELD                   | POSITIONS | CONTENTS  |
|--------------------------------|-----------|---|
| Record ID                      | 1-2       | C2  |
| Filler                         | 3-6       | Enter zeros (0000)  |
| Phone Number                   | 7-18      | Phone number that requesting facility should utilize in order to book the shipment for this particular rate application.  |
| Percent of Minimum Charge      | 19-21     | Percent of the Minimum Charge Base Rate being Offered. Examples: 089, 102. If utilizing this C2 rate record, a Percent of Minimum Charge must be entered.   |
| Percent of Less-Than-Truckload | 22-24     | Percent of the Less Than Truckload Base Rate being Offered. Examples: 072, 100. If utilizing this C2 rate record, a Percent of the Less Than Truckload must be entered.   |
| Filler                         | 25-41     | Spaces (USE SPACE BAR)  |
| Required Item Percentages      | 42-174    | Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1. of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firms are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages <b>must</b> be offered for all Required Items not indicated with **. |

B. The C3 rate record MAY ONLY be utilized if submitting BOTH of the following two (2) rate types:

Truckload offer stated as a cost in cents per mile per vehicle used; and  
Truckload Minimum Charge per vehicle used.

Example:

C30000800-555-9898000000090045000 095  
C30000800-555-9898000000101050000 000095080100(Continue entering % until a % has been offered for all Required Item %)

| RECORD FIELD              | POSITIONS | CONTENTS  |
|---------------------------|-----------|---|
| Record ID                 | 1-2       | C3  |
| Filler                    | 3-6       | Enter zeros (0000)  |
| Phone Number              | 7-18      | Phone number that requesting facility should utilize in order to book the shipment for this particular rate application.  |
| Filler                    | 19-24     | Use zeros (000000)  |
| Cents Per Mile Truckload  | 25-27     | Cents per Mile offered for Truckload shipments. Examples: 090 (\$0.90 cents per mile), 101 (\$1.01 cents per mile). If utilizing this C3 rate record, a Truckload Cents per Mile must be entered.   |
| Minimum Truckload Charge  | 28-33     | Minimum Truckload Charge in Dollars and Cents. Examples: 045000 (\$450.00), 130000 (\$1,300.00). If utilizing this C3 rate record, a Minimum Truckload Charge must be entered.  |
| Filler                    | 34-41     | Spaces (USE SPACE BAR)  |
| Required Item Percentages | 42-174    | Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1. of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firms are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages <b>must</b> be offered for all Required Items not indicated with **. |

C. The C4 rate record MAY ONLY be utilized if submitting ALL of the following four (4) rate types:

Percent of the Minimum Charge identified in the 1000-D;  
 Percent of the Less Than Truckload identified in the 1000-D;  
 Truckload offer stated as a cost in cents per mile per vehicle used; and  
 Truckload Minimum Charge per vehicle used.

Example:

C40000800-555-9898099097099045000 095  
 C40000800-555-9898099097099045000 000095080100(Continue entering % until a % has been offered for all Required Item %)

| RECORD FIELD                   | POSITIONS | CONTENTS  |
|--------------------------------|-----------|---|
| Record ID                      | 1-2       | C4  |
| Filler                         | 3-6       | Enter zeros (0000)  |
| Phone Number                   | 7-18      | Phone number that requesting facility should utilize in order to book the shipment for this particular rate application.  |
| Percent of Minimum Charge      | 19-21     | Percent of the Minimum Charge Base Rate being Offered. Examples: 089, 102. If utilizing this C4 rate record, a Percent of Minimum Charge must be entered.   |
| Percent of Less Than Truckload | 22-24     | Percent of the Less Than Truckload Base Rate being Offered. Examples: 072, 100. If utilizing this C4 rate record, a Percent of Less Than Truckload must be entered.   |
| Cents Per Mile Truckload       | 25-27     | Cents per Mile offered for Truckload shipments. Examples: 090 (\$0.90 cents per mile), 101 (\$1.01 cents per mile). If utilizing this C4 rate record, a Truckload Cents per Mile must be entered.   |
| Minimum Truckload Charge       | 28-33     | Minimum Truckload Charge in Dollars and Cents. Examples: 045000 (\$450.00), 130000 (\$1,300.00). If utilizing this C4 rate record, a Minimum Truckload Charge must be entered.  |
| Filler                         | 34-41     | Spaces (USE SPACE BAR)  |
| Required Item Percentages      | 42-174    | Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1. of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firms are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages <b>must</b> be offered for all Required Items not indicated with **. |



## SECTION 8

### ELECTRONIC RATE TRANSMISSION SPECIAL INSTRUCTIONS

8-1. GENERAL: All electronic rate transmissions submitted in accordance with Sections 6 and 7 (pages 5 and 11) of this Request and its Special Filing Instructions (SFI) **MUST** be via the Internet utilizing the File Transfer Protocol (I-FTP). Below are the instructions for accessing the I-FTP.

NOTE: If your firm intends to transmit its rate offer(s) via I-FTP without utilizing the services of a Rate Filing Service Provider or Tariff Publishing Agent and your firm does not already have an assigned User ID and Password under GSA's Freight Management Program, you will need to notify the Freight Program Management Office in writing on company letterhead in order to receive your firm's User ID and Password. Requests for a User ID and Password may be faxed to the attention of Cindy Schardt or Robyn Bennett at (816) 823-3656. The response from GSA assigning your firm's User ID and Password will also be via facsimile, so please be sure to include your firm's facsimile number when submitting your request. Please be aware that it will take several days upon receipt of a firm's request to enter the firm's User ID and Password.

8-2. FORMAT REQUIREMENTS: Electronic format requirements as set out in this Request and its SFI must be strictly adhered to. Submissions received from firms, Rate Filing Service Providers, or Tariff Publishing Agents not conforming to format requirements identified in this Section 8 and Sections 6 and 7 (pages 5 and 11) will be found unacceptable.

8-3. FILE PREPARATION: In order to transfer the file(s) via the I-FTP, the file(s) **must** be saved and transmitted as an unformatted, ASCII (TEXT ONLY) flat file ( e.g., no tab characters, etc.). The file **must not** have a top, bottom, right, or left margin. The filename **must adhere to the following naming format**:

| RECORD FIELD   | POSITIONS | CONTENTS   |
|--|-----------|--|
| Carrier's SCAC or Rate Filing Service Provider's or Tariff Publishing Agent's Code | 1-4       | Enter the Carrier's SCAC if transmitting rates itself.<br>Enter Rate Filing Service Provider's or Tariff Publishing Agent's Code if transmitting rates on behalf of a carrier.<br>If all four (4) positions are not utilized, enter an underscore(s) ( ) at the end. |
| Rate File Number   | 5-8       | May be alpha, numeric, or a combination  |
| Extension  | 9-12      | MUST be .FRT   |

Examples: ABCDSWDC.FRT, AAA\_1234.FRT, BBBBSW97.FRT, CCC\_SW97.FRT

If as a carrier, RFSP, or TPA, you are unsure as to your firm's SCAC (up to 4 positions) or code (up to 4 positions) in GSA's Freight Management Program, please contact Robyn Bennett or Cindy Schardt at (816) 823-3646 or via e-mail at [robyn.bennett@gsa.gov](mailto:robyn.bennett@gsa.gov) or [cindy.schardt@gsa.gov](mailto:cindy.schardt@gsa.gov), respectively, for verification.

**The file naming convention identified above MUST be strictly adhered to. Failure to do so will result in the rate offer(s) not being picked up from your firm's directory on the FTP and/or automatic rejection of the rate offer(s).**

NOTE: The type of software you will be utilizing will determine what must be done to prepare the file for transmission.

8-4. ACCESSING THE I-FTP: GSA is unable to provide specific instructions on how to access the I-FTP, how to upload a rate file onto the I-FTP, how to download a rate file from the I-FTP, or how to move around in the I-FTP due to the fact that accessing and operating within the I-FTP are dependent upon the type of Internet software utilized by a firm. Consequently, a firm will need to contact their I-FTP provider for assistance. Listed below is information we can provide--the address to

GSA's I-FTP directory and two different methods (there are others) by which to access your firm's individual directory in which you will need to place your firm's rate file(s):

A. I-FTP Address:

KCFTP.GSA.GOV

OR

159.142.185.60

B. Method to Access Individual Directories (items in **BOLD** are words/phrases that you must type in exactly):

FTP>**CD CARRIERS**\User ID

OR

FTP>**D:\PUB\CARRIERS\USER ID**

8-5. **CONFIRMING RATE TRANSMISSION:** Each business day morning, the Freight Program Management Office will run a program that will automatically search the carrier FTP directory and count the number of rate records contained in a file that has been transmitted since the last time the program was executed. Once counted, the program will automatically place a file in the appropriate carrier's FTP directory verifying the number of rate records received. This file will be named (SCAC)FRT.txt. Carriers can use this .txt file to confirm that the Freight Program Management Office has received the appropriate number of rate records. This .txt file only confirms the number of rate records received – it does not validate the content or formatting of data contained in the carrier's rate offer. If appropriate, carriers will receive notification of rate filing deficiencies in accordance with Section 1, Paragraph 1-3.B and 1-3.C of this Request and its SFI.

## **SECTION 9**

### **FORMAT REQUIREMENTS FOR THE SUBMISSION OF PAPER RATE OFFERS**

9-1. **FILE FORMAT REQUIREMENTS FOR THE SUBMISSION OF PAPER RATE OFFERS:** Firms submitting six (6) or less C2, C3, or C4 rate records for the Southwest Distribution Center (SWDC) may submit their rate offers via paper in accordance with this Section 9 and Section 6 (page 5). Those firms submitting seven (7) or more C2, C3, or C4 rate records for the SWDC **MUST** submit their rate offers electronically in accordance with Sections 6, 7, and 8 (pages 5, 11, and 17). Identified on the following pages are the paper submission requirements that **MUST** be utilized when creating a paper rate offer. These forms may be reproduced as necessary and **MUST BE LEGIBLE**. Rate offers received which do not conform to these requirements will be found unacceptable.

**NOTE:** A separate rate offer must be submitted for each Destination Service Area Description identified in Paragraph 6-1. (page 5). As a result, one rate offer would consist of one A1 or A2/A3 header record and either one C2, C3, or C4 rate record. When creating the rate offer, the Carrier or Broker/Shipper Agent Assigned Offer Number identified in the A1 or A2 header record can remain the same for all Destination Service Area Descriptions - the only thing that will need to change is the Destination Service Area Code.

## 9-2. HEADER RECORDS:

A. Header Record for Common/Contract Carriers, Freight Forwarders, and Rail Carriers. If selected, complete this form and return it to the address identified on Page 2 of the cover letter. Please see Paragraph 7-2.A. (page 12) for a complete description of the following fields:

Carrier Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person's Title: \_\_\_\_\_

Contact Person's Telephone #: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

|   |          |
|---|----------|
| Record ID (2 Positions)   | A1       |
| SCAC (4 Positions)  |          |
| Zone Identifier (1 Position)  | 6        |
| Type of Offer (1 Position)  | S        |
| Carrier Assigned Offer # (4 Positions)                              |          |
| Reserved (1 Position)   | 0        |
| Facility Identifier (3 Positions) -<br>Must be SWD                  | SWD      |
| Destination Service Area Code (2 Positions)<br>- See Paragraph 6-1. |          |
| Effective Date - YYYYMMDD (8 Positions)                             | 19981101 |
| Carrier Name (36 Positions)   |          |
| Trading Partner Agreement # (6 Positions)                           |          |
| Submitter Code (6 Positions)  |          |
| Taxpayer Identification # (TIN)<br>(9 Positions)                    |          |

B. Header Record for Brokers or Shipper Agents/Intermodal Marketing Companies. If selected, complete this form and return it to the address identified on Page 2 of the cover letter. Please see Paragraph 7-2.B. (page 13) for a complete description of the following fields:

Broker/Shipper Agent Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person's Title: \_\_\_\_\_

Contact Person's Telephone #: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

|   |          |
|---|----------|
| Record ID (2 Positions)   | A2       |
| SCAC (4 Positions)  |          |
| Zone Identifier (1 Position)  | 6        |
| Type of Offer (1 Position)  | S        |
| Broker/Shipper Agent Assigned Offer #<br>(4 Positions)              |          |
| Reserved (1 Position)   | 0        |
| Facility Identifier (3 Positions) -<br>Must be SWD                  | SWD      |
| Destination Service Area Code (2 Positions)<br>- See Paragraph 6-1. |          |
| Effective Date - YYYYMMDD (8 Positions)                             | 19981101 |
| Broker/Shipper Agent Name (36 Positions)                            |          |
| Trading Partner Agreement # (6 Positions)                           |          |
| Submitter Code (6 Positions)  |          |
| Taxpayer Identification # (TIN)<br>(9 Positions)                    |          |

C. Header Record for the Underlying Carriers Represented by a Broker or Shipper Agent/Intermodal Marketing Company. This type of record must be completed if your firm is a broker or shipper agent/Intermodal Marketing Company. If selected, complete this form and return it to the address identified on Page 2 of the cover letter. Please see Paragraph 7-2.C. (page 13) for a complete description of the following fields:

|  |    |
|--|----|
| Record ID                                | A3 |
| SCAC of Underlying Carrier (4 Positions) |    |
| SCAC of Underlying Carrier (4 Positions) |    |
| SCAC of Underlying Carrier (4 Positions) |    |
| SCAC of Underlying Carrier (4 Positions) |    |
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| SCAC of Underlying Carrier (4 Positions) |    |
| SCAC of Underlying Carrier (4 Positions) |    |
| SCAC of Underlying Carrier (4 Positions) |    |

### 9-3. RATE RECORDS:

A. The C2 rate record MAY ONLY be utilized if submitting BOTH of the following two (2) rate types:

Percent of the Minimum Charge identified in the GSA Baseline Rate Table Publication 1000-D; and  
Percent of the Less Than Truckload identified in the 1000-D.

Please see Paragraph 7-3.A. (page 14) for a complete description of the following fields:

|  |       |         |       |         |       |        |       |        |       |
|--|-------|---------|-------|---------|-------|--------|-------|--------|-------|
| Record ID (2 Positions)  | <hr/> |         |       |         |       |        |       |        |       |
|  | C2    |         |       |         |       |        |       |        |       |
| Telephone Number to book shipment<br>(12 Positions)                                | <hr/> |         |       |         |       |        |       |        |       |
| Percent of Minimum Charge (3 Positions) -<br>a % of Minimum Charge must be entered | <hr/> |         |       |         |       |        |       |        |       |
| Percent of Less Than Truckload<br>(3 Positions) - a % of LTL must be<br>entered    | <hr/> |         |       |         |       |        |       |        |       |
| Required Item Percentages  |       |         |       |         |       |        |       |        |       |
| If offering one percent for all<br>items, enter here (3 Positions):                | <hr/> |         |       |         |       |        |       |        |       |
| If offering different percentages, complete following (3 Positions each):          |       |         |       |         |       |        |       |        |       |
| Item 40  | <hr/> | 100     | <hr/> | 200     | <hr/> | 250    | <hr/> | 300    | <hr/> |
| Item 325   | <hr/> | 350     | <hr/> | 400     | <hr/> | 425    | <hr/> | 450    | <hr/> |
| Item *475  | <hr/> | **480   | <hr/> | 500     | <hr/> | 525    | <hr/> | 550    | <hr/> |
| Item 600   | <hr/> | 625     | <hr/> | 675     | <hr/> | 725    | <hr/> | 775    | <hr/> |
| Item 776   | <hr/> | 825     | <hr/> | 850     | <hr/> | 855    | <hr/> | 860    | <hr/> |
| Item 865   | <hr/> | 870     | <hr/> | 875     | <hr/> | 925    | <hr/> | 950    | <hr/> |
| Item **1010  | <hr/> | **1025  | <hr/> | **1030  | <hr/> | **1035 | <hr/> | **1040 | <hr/> |
| Item 1050  | <hr/> | 1075(B) | <hr/> | 1075(F) | <hr/> | 1100   | <hr/> | 1175   | <hr/> |
| Item 1225  | <hr/> | 1250    | <hr/> | 1275    | <hr/> |        |       |        |       |

B. The C3 rate record MAY ONLY be utilized if submitting BOTH of the following two (2) rate types:

Truckload offer stated as a cost in cents per mile per vehicle used; and  
Truckload Minimum Charge per vehicle used.

Please see Paragraph 7-3.B. (page 15) for a complete description of the following fields.

Record ID (2 Positions) C3

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Telephone # to book shipment  
(12 Positions)

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Cents Per Mile Truckload (3 Positions) -  
a Cents Per Mile Truckload must be  
entered

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Minimum Truckload Charge (6 Positions) -  
a Minimum Truckload Charge must be  
entered

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Required Item Percentages

If offering one percent for all  
items, enter here (3 Positions):

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If offering different percentages, complete following (3 Positions each):

|             |       |         |       |         |       |        |       |        |       |
|-------------|-------|---------|-------|---------|-------|--------|-------|--------|-------|
| Item 40     | _____ | 100     | _____ | 200     | _____ | 250    | _____ | 300    | _____ |
| Item 325    | _____ | 350     | _____ | 400     | _____ | 425    | _____ | 450    | _____ |
| Item *475   | _____ | **480   | _____ | 500     | _____ | 525    | _____ | 550    | _____ |
| Item 600    | _____ | 625     | _____ | 675     | _____ | 725    | _____ | 775    | _____ |
| Item 776    | _____ | 825     | _____ | 850     | _____ | 855    | _____ | 860    | _____ |
| Item 865    | _____ | 870     | _____ | 875     | _____ | 925    | _____ | 950    | _____ |
| Item **1010 | _____ | **1025  | _____ | **1030  | _____ | **1035 | _____ | **1040 | _____ |
| Item 1050   | _____ | 1075(B) | _____ | 1075(F) | _____ | 1100   | _____ | 1175   | _____ |
| Item 1225   | _____ | 1250    | _____ | 1275    | _____ |        |       |        |       |

C. The C4 rate record MAY ONLY be utilized if submitting ALL of the following four (4) rate types:

Percent of Minimum Charge identified in the 1000-D;  
 Percent of the Less Than Truckload identified in the 1000-D;  
 Truckload offer stated as a cost in cents per mile per vehicle used; and  
 Truckload Minimum Charge per vehicle used.

Please see Paragraph 7-3.C. (page 16) for a complete description of the following fields.

|   |       |         |       |         |       |        |       |        |       |
|---|-------|---------|-------|---------|-------|--------|-------|--------|-------|
| Record ID (2 Positions)   | <hr/> |         |       |         |       |        |       |        |       |
|   | C4    |         |       |         |       |        |       |        |       |
| Telephone # to book shipment<br>(12 Positions)  | <hr/> |         |       |         |       |        |       |        |       |
| Percent of Minimum Charge (3 Positions) –<br>a % of Minimum Charge must be entered        | <hr/> |         |       |         |       |        |       |        |       |
| Percent of Less Than Truckload (3 Positions) –<br>a % of LTL must be entered              | <hr/> |         |       |         |       |        |       |        |       |
| Cents Per Mile Truckload (3 Positions) -<br>a Cents Per Mile Truckload must be<br>entered | <hr/> |         |       |         |       |        |       |        |       |
| Minimum Truckload Charge (6 Positions) -<br>a Minimum Truckload Charge must be<br>entered | <hr/> |         |       |         |       |        |       |        |       |
| Required Item Percentages   |       |         |       |         |       |        |       |        |       |
| If offering one percent for all<br>items, enter here (3 Positions):                       | <hr/> |         |       |         |       |        |       |        |       |
| If offering different percentages, complete following (3 Positions each):                 |       |         |       |         |       |        |       |        |       |
| Item 40   | <hr/> | 100     | <hr/> | 200     | <hr/> | 250    | <hr/> | 300    | <hr/> |
| Item 325  | <hr/> | 350     | <hr/> | 400     | <hr/> | 425    | <hr/> | 450    | <hr/> |
| Item *475   | <hr/> | **480   | <hr/> | 500     | <hr/> | 525    | <hr/> | 550    | <hr/> |
| Item 600  | <hr/> | 625     | <hr/> | 675     | <hr/> | 725    | <hr/> | 775    | <hr/> |
| Item 776  | <hr/> | 825     | <hr/> | 850     | <hr/> | 855    | <hr/> | 860    | <hr/> |
| Item 865  | <hr/> | 870     | <hr/> | 875     | <hr/> | 925    | <hr/> | 950    | <hr/> |
| Item **1010   | <hr/> | **1025  | <hr/> | **1030  | <hr/> | **1035 | <hr/> | **1040 | <hr/> |
| Item 1050   | <hr/> | 1075(B) | <hr/> | 1075(F) | <hr/> | 1100   | <hr/> | 1175   | <hr/> |
| Item 1225   | <hr/> | 1250    | <hr/> | 1275    | <hr/> |        |       |        |       |